



CITY OF LONG BEACH

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EMPLOYMENT OPPORTUNITY

Public Health Associate II

Tobacco Education Program (TEP)

Salary Range \$13.165 - \$18.002 hourly (Plus benefits)

The City of Long Beach, Department of Health and Human Services, Public Health Bureau, is accepting resumes for a full-time Public Health Associate to assist the TEP Coordinator in implementing a Comprehensive Tobacco Control Work Plan.

Examples of Duties:

- Assists TEP Coordinator/Project Director with all activities and deliverables of the Comprehensive Tobacco Control Plan (CTCP) /Scope of Work and related Communities of Excellence in Tobacco Control requirements;
- Develop and maintain program files for Scope of Work and related Tobacco Control objectives;
- Develop and maintain a Tobacco Retail Business database and related administrative duties;
- Provide administrative and educational support to *Coalition for a Smoke Free Long Beach*.
- Provide community health education via oral presentations to general and/or specific populations, including youth and businesses;
- Assists with the preparation of the On-line Tobacco Information System (OTIS) six-month progress report and/or annual report for the State Department of Health Services Tobacco Control Section;
- Educate the community about local and state Tobacco Control laws, as required;
- Attend state and local Prop 99 funded conferences, trainings, and meetings, as required;
- Provide support to related Health Department programs and activities, as needed;
- Collaborate and communicate with other related City Departments, as needed.

Qualifications:

High School diploma or equivalent and four years experience in a specialized public health setting, such as social work, registered nursing, nutrition, phlebotomy, physician's assistance, chemistry, clinical technology or public health GIS. Education may be substituted for experience on a year-for-year basis.

A Bachelor's Degree from an accredited college or university in Public Health, Social Science, Public Policy, Business Administration, Behavioral Science, Sociology, or closely related field is highly desirable.

Those currently pursuing a Masters Degree in Public Health, Public Administration or Public Policy are also encouraged to apply. In addition, the candidate must have computer skills, strong interpersonal skills, and the ability to communicate effectively, orally and in writing. Experience in a Tobacco or other Health-related field preferred.

A valid California motor vehicle operator's license may be required.

Resumes with cover letters will be accepted until the position is filled. Please mail or email your resume and cover letter to:

Margaret (Peggy) Preacely, TEP Coordinator
City of Long Beach Tobacco Education Program
3820 Cherry Ave
Long Beach, CA 90807
Email: Margaret_Preacely@longbeach.gov

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. This information is available in alternate format by request to the Payroll/Personnel Office at (562) 570-4012.